

12 November 1963

MEMORANDUM FOR THE RECORD

SUBJECT: Distribution of Bills

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1. In view of the fact that bills requested from R & S in the middle of last month were not yet received by this office, [redacted] and I went to see [redacted] in an effort to ascertain what joint action might be taken to expedite this process. We were informed that [redacted] has recently taken on a number of tasks in addition to the handling of bills and reports. As a result of her increased work load, her attention has been diverted from Legislative matters which have assumed at best a secondary importance.

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2. [redacted] and I apprised them of the significance which we attach to this function of R & S and advised them that delays of three weeks were intolerable. It was agreed that in the future the following steps would be taken:

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(1) The distribution of bills would be viewed as [redacted] primary task and given the relative consideration it merits.

(2) All bills would be stamped with date and time of arrival at R & S in an effort to check the extent and points of delay.

(3) A priority sticker would be placed on envelopes enclosing bills to expedite handling in the various mail rooms through which these bills must pass.

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3. In the course of our conversation we were asked if it would be acceptable to dispatch the bills to this office as soon as possible and not wait until a substantial number of bills had accumulated. In the past, it seems, exception was taken by this office to handling more than a minimum number of envelopes coming from R & S. We advised [redacted] that we had no objection to receiving many envelopes if this would expedite the process.

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4. Both [redacted] were cordial, cooperative, and eager to help. We agreed to meet again in a few weeks to discuss the relative success of these measures and to take any further action that might be appropriate.

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Office Of Legislative Counsel

Distribution:

Orig - Subject

1 - Chrono

1 - Signer

OGC/LC/PJC:bw